

## Records Management

### DESCRIPTION OF MAJOR SERVICES

Records Management is responsible for storage of inactive records and their eventual destruction. This division relocates inactive files from County departments into a central storage facility, where the files are maintained and made accessible to user departments upon request. The division also identifies records eligible for destruction based on schedules established by the owning agency.

The Records Management budget is an Internal Service Fund (ISF). As an ISF any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Estimate 2003-04</b>	<b>Proposed 2004-05</b>
Total Operating Expense	220,275	133,772	132,535	146,009
Departmental Revenue	118,331	133,865	130,252	173,349
Revenue Over/(Under) Expense	(101,944)	93	(2,283)	27,340
Budgeted Staffing		2.0		1.0
Unrestricted Net Assets Available at Year End	46,157		(2,283)	

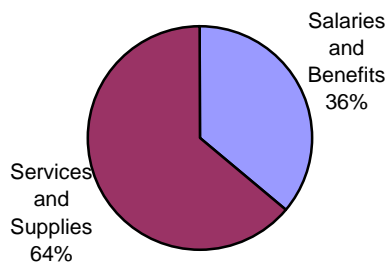
#### Workload Indicators

Shredding/Reams	37,419	26,700		
Storage Cubic Feet	32,531	33,010	32,950	32,648

In Accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

### 2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Fiscal  
DEPARTMENT: Auditor/Controller-Recorder  
FUND: Records Management

BUDGET UNIT: IRM ACR  
FUNCTION: General  
ACTIVITY: Finance

## ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
<b>Appropriation</b>								
Salaries and Benefits	101,121	102,448	7,560	-	-	110,008	(57,470)	52,538
Services and Supplies	81,546	81,456	-	-	-	81,456	11,632	93,088
Transfers	347	347	-	-	-	347	36	383
Total Exp Authority	183,014	184,251	7,560	-	-	191,811	(45,802)	146,009
Reimbursements	(50,479)	(50,479)	-	-	-	(50,479)	50,479	-
Total Operating Expense	132,535	133,772	7,560	-	-	141,332	4,677	146,009
<b>Departmental Revenue</b>								
Current Services	130,252	133,865	-	41,807	-	175,672	(2,323)	173,349
Total Revenue	130,252	133,865	-	41,807	-	175,672	(2,323)	173,349
Revenue Over/(Under) Exp	(2,283)	93	(7,560)	41,807	-	34,340	(7,000)	27,340
Budgeted Staffing		2.0	-	-	-	2.0	(1.0)	1.0

DEPARTMENT: Auditor/Controller-Recorder  
FUND: Records Management  
BUDGET UNIT: IRM ACR

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
<b>2003-04 FINAL BUDGET</b>	<b>2.0</b>	<b>133,772</b>	<b>133,865</b>	<b>93</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	7,560	-	(7,560)
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>7,560</b>	<b>-</b>	<b>(7,560)</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	41,807	41,807
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>41,807</b>	<b>41,807</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BASE BUDGET</b>	<b>2.0</b>	<b>141,332</b>	<b>175,672</b>	<b>34,340</b>
<b>Department Recommended Funded Adjustments</b>	<b>(1.0)</b>	<b>4,677</b>	<b>(2,323)</b>	<b>(7,000)</b>
<b>TOTAL 2004-05 PROPOSED BUDGET</b>	<b>1.0</b>	<b>146,009</b>	<b>173,349</b>	<b>27,340</b>



## SCHEDULE C

DEPARTMENT: Auditor/Controller-Recorder  
 FUND: Records Management  
 BUDGET UNIT: IRM ACR

## DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries and Benefits Move funding for 1.0 Records Management (IRM) Supervisor from IRM to Auditor/Controller-Recorder (ACR). By moving this position to ACR allows it to managed more effectively.	(1.0)	(57,470)	-	57,470
2.	Services and Supplies Increase in ISF communication charges, property insurance, general office expenses and Cowcap.	-	11,632	-	(11,632)
3.	Increase Transfers Due to increase in EHAP charges.	-	36	-	(36)
4.	Decrease in Current Services Estimated revenue is coming in lower than Budgeted Amount.	-	-	(2,323)	(2,323)
5.	Reimbursement Last budget year this reimbursement was to fund the Records Management Supervisor position for salary and benefits. This position is now transferred to ACR to better manage the full scope of duties.	-	50,479	-	(50,479)
<b>Total</b>		<u>(1.0)</u>	<u>4,677</u>	<u>(2,323)</u>	<u>(7,000)</u>

